

**31 OCTOBER 2002**



**Command Policy**

**SELF-INSPECTION GUIDELINES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes 51 FWI 90-204, 30 May 2001

Certified by: 51 FW/IGI (Col John P. Rogers Jr.)  
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This instruction establishes procedures for administering the wing self-inspection program. It outlines responsibilities and implements AFD 90-2, *Inspector General – The Inspection System* and AFI 90-201, *Inspector General Activities*. It applies to all personnel assigned to the 51<sup>st</sup> Fighter Wing.

**SUMMARY OF REVISIONS**

This revision changes all CVI references to IGI. It updates the manner in which self-inspections are reported. It updates the self-inspection requirements to include new Air Force Common Core Compliance Areas.

**1. General.** All 51 FW organizations will conduct quarterly self-inspections to ensure compliance with all applicable USAF Common Core Compliance Areas, USAF/PACAF Special Interest Items, PACAF Mission Performance Checklists (PACAFDIR 90-XXX) and any additional items deemed essential to mission performance.

**2. Responsibilities:**

2.1. 51 FW/IG will ensure correction, or elevate to the 51 FW/CC, all non-compliance items identified by subordinate organizations during their self-inspections.

2.2. 51 FW/IGI will:

2.2.1. Monitor the progress of self-inspections throughout the 51 FW.

2.2.2. Make changes to the wing self-inspection program as necessary to enhance compliance.

2.3. 51 FW staff agency chiefs will:

2.3.1. Ensure every subordinate functional area develops a consolidated self-inspection checklist, as described in paragraph **3.1.** of this instruction, and performs quarterly self-inspections.

2.3.2. Correct, or elevate to the 51 FW/IG, all non-compliance items identified by subordinate functional areas during their self-inspections.

2.3.3. Assign a self-inspection monitor who will consolidate and report the results of each quarterly self-inspection in accordance with paragraph 3. Appointment letters will be completed and forwarded to 51 FW/IGI along with the quarterly self-inspection report on the dates specified in paragraph 3.2. An example letter can be found in **Attachment 2** or on the IGI website at:

<https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/SelfInsp.htm>

2.4. 51 FW group commanders will:

2.4.1. Ensure every subordinate organization performs quarterly self-inspections.

2.4.2. Correct, or elevate to the 51 FW/IG, all non-compliance items identified by subordinate organizations during their self-inspections.

2.4.3. Assign a Group Self-Inspection Monitor who will consolidate and report the results of each quarterly self-inspection in accordance with paragraph 3. Appointment letters will be completed and forwarded to 51 FW/IGI along with the quarterly self-inspection report on the dates specified in paragraph 3.2. An example letter can be found in **Attachment 2** or on the IGI website at:

<https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/SelfInsp.htm>

2.5. 51 FW group staff agency chiefs will:

2.5.1. Ensure every subordinate functional area develops a consolidated self-inspection checklist, as described in paragraph 3.1. of this instruction, and performs quarterly self-inspections.

2.5.2. Correct, or elevate to the group commander, all non-compliance items identified by subordinate functional areas during their self-inspections.

2.6. 51 FW squadron commanders will:

2.6.1. Ensure every subordinate functional area develops a consolidated self-inspection checklist, as described in paragraph 3.1. of this instruction, and performs quarterly self-inspections.

2.6.2. Correct, or elevate to the group commander, all non-compliance items identified by subordinate functional areas during their self-inspections.

2.7. 51 FW functional areas will:

2.7.1. Develop a consolidated self-inspection checklist as described in paragraph 3.1. of this instruction. Ensure the self-inspection checklist contains all applicable USAF Common Core Compliance Areas, USAF/PACAF Special Interest Items, PACAF Mission Performance Checklist (PACAFDIR 90-XXX) items, and any additional items deemed essential to mission performance.

2.7.2. Review and correct self-inspection checklists prior to every quarterly self-inspection.

2.7.3. Perform quarterly self-inspections.

2.7.4. Record the results of each quarterly self-inspection. Record yes or no compliance on every item contained in the self-inspection checklist.

2.7.5. Report the results of each quarterly self-inspection to the squadron commander or staff agency chief.

2.7.6. Retain copies of the last four quarterly self-inspections.

### 3. Procedures:

3.1. Functional area self-inspection checklists will be a consolidated list of yes or no questions for all applicable compliance items. The consolidated list will be developed from the following: applicable USAF Common Core Compliance Areas, applicable USAF/PACAF Special Interest Items, applicable PACAF Mission Performance Checklists (PACAFDIR 90-XXX), and any additional items deemed essential to mission performance. Every attempt will be made to keep functional area self-inspection checklists limited to only applicable compliance items.

3.1.1. All current USAF Common Core Compliance Areas can be found in AFI 90-201, *Inspector General Activities*, Attachment 6 or on the IGI website at:

<https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/CCCAAs.htm>.

3.1.2. All current USAF/PACAF Special Interest Items can be found on the IGI website at:

<https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/Special%20Interest%20Items.htm>.

3.1.3. All current PACAF Mission Performance Checklist (PACAFDIR 90-XXX) items can be found on the HQ/PACAF IG website at:

<https://www.hqpacaf.af.mil/sc/im/Publications/Pages/BasicPubs.htm#90>. Squadron and staff agency functional areas need to analyze all PACAF Mission Performance Checklists (PACAFDIR 90-XXX) for possible cross compliance. For example, the intelligence functional area of a fighter squadron may have compliance items identified in PACAF PAM 90-4, *Intelligence Self-Inspection Checklist*, and PACAFDIR 90-202, *Operations Quality Assessment*.

3.1.4. Some functional areas may have unique compliance issues not identified in any Common Core Compliance Area, Special Interest Item, or Mission Performance Checklist. They will develop their own yes or no questions for compliance and add them to their consolidated self-inspection checklist.

3.2. Quarterly self-inspections will occur in every functional area during the fiscal year in the months of December, March, June, and September. Quarterly self-inspection reports will be completed and a quarterly self-inspection report will be forwarded to 51 FW/IGI no later than the fifteenth day of January, April, July, and October. (See **Figure 1**. below.)

**Figure 1. Quarterly Self-Inspections.**

Quarter	Inspection Period	Report title Year/Quarter	Inspection Month	Suspense To IGI
1 <sup>st</sup>	Oct – Dec	FY 01-1	Dec	15 Jan
2 <sup>nd</sup>	Jan - Mar	FY 01-2	Mar	15 Apr
3 <sup>rd</sup>	Apr – Jun	FY 01-3	Jun	15 Jul
4 <sup>th</sup>	Jul – Sep	FY 01-3	Sep	15 Oct

3.3. Units will utilize the 51 FW Self-Inspection Tracking System (SITS). This server based *Access* program tracks all Self-Inspection findings. There is one database for each Group and one for the Wing Staff Agencies. Group and Staff Agency Self-Inspection Monitors will ensure functional area self-inspection monitors have access to the program. Anyone requiring access can should contact their

group or staff agency self-inspection monitor for access. There is a users guide for the SITS program available on the IGI website at: <https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/SelfInsp/ITS%20User's%20Guide%20V1.3.doc>.

3.4. In addition to SITS inputs, every Group and Staff Agency Self-Inspection monitor will provide a quarterly self-inspection report to 51 FW/IGI on the dates specified in para **3.2.** above. This report will summarize the number of new open findings, number of previous findings still open and a total number of open self-inspection findings. An example letter can be found in **Attachment 1** or on the IGI website at: <https://www.osan.af.mil/51fw/51fw/51fw-cvi/main/SelfInsp/Self%20Inspection%20Letter.doc>.

WILLIAM L. HOLLAND, Brigadier General, USAF  
Commander, 51st Fighter Wing

## Attachment 1

## QUARTERLY SELF-INSPECTION REPORT

*dd Mmm yy*

MEMORANDUM FOR 51 FW/IGI

**FROM: 51 (group)/CC****SUBJECT: FY 0X-X Quarterly Inspection Report**

1. The 51 (group) Group completed its *x* quarter quarterly self-inspection on *dd Mmm yyyy*. Findings from past inspections/exercises, staff assistance visits, compliance areas, special interest items, and mission performance checklists were reviewed.

Number of findings opened this quarter	Number of open findings from previous self-inspections	Total number of open self-inspection findings
<u>xx</u>	<u>yy</u>	<u>yy+zz</u>

2. The discrepancies have been entered into the 51 (group) SITs database.

3. Please refer any questions to my group POC Rank Name at 784-xxxx or email <mailto:poc.dude@osan.af.mil>.

*Signature Block*, Col, USAF  
Commander

**Attachment 2****SELF INSPECTION APPOINTMENT LETTER***dd Mmm yy*

MEMORANDUM FOR 51 FW/IGI

**FROM: 51 (*group*)/CC****SUBJECT: Self-Inspection Monitor Letter of Appointment**

1. The following individuals are appointed as the Primary and Alternate Unit Self-Inspection Monitors for the 51 (*group*) Group.

RANK/NAME	DEROS	PHONE	OFFICE SYMBOL
MSgt Ace Freely (P)	Aug 02	784-4444	MXG/MXGHV
TSgt Sean Johnson (A)	Sep 01	784-5555	MXG/MXGKE
SSgt M. Mouse (A)	Jan 02	784-5612	MXG/MXGFM

2. Please refer any questions to the above individuals through my group POC Rank Name at 784-xxxx or email <mailto:poc.dude@osan.af.mil>.

*Signature Block*, Col, USAF  
Commander